



November 20, 2017

Dear Prospective Financial Partners:

The purpose of this letter is to inform you that the City of Charlotte has begun budget preparation for Fiscal Year 2019 (FY 2019).

The funding request application is available online. Please access the City's website at <http://charlottenc.gov/budget/Pages/financial-partners.aspx> to access the funding application and objectives report information. If you do not have access to the internet, please contact my office and we will send a funding application to you.

You should **submit the completed funding application by January 16, 2018**. Completed applications may be submitted either in hard copy to the address listed at the bottom of this letter, or via e-mail to FinancialPartners@charlottenc.gov.

We will review your request and present your funding proposal to City Council during one of their half-day Budget Workshops. In addition to the summary materials we typically provide, it is possible that the entirety of your submittals will be shared directly with the Council. The Strategy and Budget Department will contact you with details on the approved budget process calendar, including Council's Budget Workshop dates once those dates have been set.

For existing Financial Partners that do not intend to submit an FY 2019 request for funding, please notify this office of your intention by the January 16th application deadline (sent to either our postal address or the e-mail address referenced above).

If you have any questions concerning your request or the budget process, please do not hesitate to call the Strategy and Budget Department at 704-336-2306.

Sincerely,

Bill Parks

Bill Parks

Capital Budget Manager